

# EMPLOYMENT OPPORTUNITY

## TEHAMA COUNTY PUBLIC WORKS DEPARTMENT

### Associate OR Senior Transportation Planner

**CLOSING DATE:** 5:00 P.M., Friday, May 14, 2010

RECEIVED

April 16, 2010

TEHAMA COUNTY CLERK OF THE  
BOARD OF SUPERVISORS

**SALARY:** Associate Transportation Planner Range 71 \$3650/mo - \$4449/mo (Steps A-E)  
Senior Transportation Planner Range 77 \$4236/mo - \$5158/mo (Steps A-E)

#### **BASIC FUNCTION:**

**Associate Transportation Planner:** Under the direction of the Deputy Director of Public Works-Transportation, is responsible for transportation and land use planning in coordination with County and other government officials and participates in the coordination of activities of the Tehama County Transportation Commission, a Regional Transportation Planning Agency (RTPA), as well as the Transit Agency Board that serves the public, County, cities, and State (Caltrans).

**Senior Transportation Planner:** Under the direction of the Deputy Director of Public Works-Transportation, functions at the highest level of transportation and land use planning in coordination with County and other government officials and participates in the coordination of activities of the Tehama County Transportation Commission, a Regional Transportation Planning Agency (RTPA), as well as the Transit Agency Board that serves the public, County, cities, and State (Caltrans).

**ESSENTIAL FUNCTIONS / DUTIES / QUALIFICATIONS:** The essential functions, duties and qualifications of the Associate and Senior Transportation Planner position is specified in the attached classification specifications.

**EDUCATION/SPECIAL REQUIREMENTS:** Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Associate Transportation Planner:** Graduation from an accredited college or university with a Bachelor's degree in planning, geography, engineering, or a closely related field and a minimum of two (2) years experience in a progressively responsible position related to transportation, planning, geography, engineering, or related field. Other combinations of education and experience may be considered. Requires possession of a valid California driver's license.

**Senior Transportation Planner:** Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be: Graduation from an accredited college or university with a Bachelor's degree in planning, geography, engineering, or a closely related field; AND a minimum of three (3) years experience in a progressively responsible position related to transportation, planning, geography, engineering, or closely related field. Other combinations of education and experience may be considered. Requires possession of a valid California driver's license.

**BENEFITS:** This position is represented by the Joint Council Memorandum of Understanding. Benefits include an annual leave plan: 96 hours of vacation, increasing upon continuous years of service, 96 hours of sick leave, and 13 paid holidays plus one 8 hour personal holiday. County pays 100% of CalPERS Retirement Plan. County pays approximately 80% of premium for medical, dental, and vision plan (including \$20,000 life insurance plan for employee). Annual step increase based upon satisfactory performance and completion of 2,080 hours (Steps A to E). Deferred compensation and supplemental insurance plans are available. Employee Assistance Program sponsored by the County.

**APPLICATION PROCEDURE:** All applicants are required to submit a completed, original Tehama County Application for Employment Form. **A cover letter and/or resume may be attached, but cannot be substituted for the County Application.** It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached". Closing date faxes or postmarks will not be accepted. Applications are available by calling (530) 385-1462, or online at [www.co.tehama.ca.us](http://www.co.tehama.ca.us) under Job Opportunities. **Applications will be accepted in the Tehama County Public Works Department, 9380 San Benito Ave., Gerber, California, 96035.**

**SELECTION PROCEDURE:** Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Public Works Department by the filing deadline posted on this bulletin.

**Incomplete applications and facsimiles will not be considered.** Copies of all required degrees and/or certifications as outlined in the job description must be provided. Please attach copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. to your job application form to assist in the recruitment process. If unable to provide at time of applying, all required documents must be provided prior to beginning work if offered a position. Applications will be screened based upon written information provided. All offers of employment are contingent upon successful completion of background, fingerprinting and physical examination provided by the county.

# **ASSOCIATE TRANSPORTATION PLANNER JOB DESCRIPTION**

**FLSA: Non-Exempt**

**BOARD APPROVED: OCTOBER 21, 2008**

**BARGAINING UNIT: Misc.**

## **DEFINITION**

Under the direction of the Deputy Director of Public Works-Transportation, is responsible for transportation and land use planning in coordination with County and other government officials and participates in the coordination of activities of the Tehama County Transportation Commission, a Regional Transportation Planning Agency (RTPA), as well as the Transit Agency Board that serves the public, County, cities, and State (Caltrans).

## **SUPERVISION RECEIVED AND EXERCISED**

May assist in providing training to summer interns, administrative personnel, and Transportation Planning Aide.

## **CLASS CHARACTERISTICS**

This is the journey-level class in the transportation planner series that performs various activities and functions, including complex project responsibilities. Successful performance of the work requires skills in project management and administration of transportation projects, coordinating work with other County departments and public agencies, as well as dealing with the public. This class is distinguished from the Senior Transportation Planner in that the latter is the highest-level class in the transportation planner series requiring more experience and the ability to lead subordinate personnel.

## **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Works as technical staff to the RTPA/Transit Board and advisory committees and performs transportation planning as assigned.
- Identifies, and implements goals, policies, objectives, and programs concerning all modes of transportation/circulation infrastructure: roads, highways, buses, aviation, bicycle, and pedestrian facilities, etc.
- Assists in the preparation and administration of the division budget and monitoring of budget units as needed.
- Assists the County and incorporated cities with General Plan updates, specifically the circulation and infrastructure elements.
- Facilitates interagency planning efforts for the RTPA, County and incorporated cities.
- Reviews development proposals as related to transportation and land use while working cooperative with County/City Planning Departments and Caltrans Intergovernmental Review (IGR).
- Performs various research, analysis, planning and administrative duties in the management of County transportation programs.
- Assists with the annual State Controllers Report, audit and completion of financial reports required by state government.
- Prepares and administers transportation grants, requests for proposals, and related contracts for various programs.
- Manages consultant contracts, studies, and exercises oversight of transportation funding requirements.
- Reviews, evaluates, prepares comments on and implements various rules, regulations legislation relating to transportation and land use.
- Participates in the development and implementation of required plans and programs (i.e., RTP, RTIP, OWP, Bikeways Plan, Transit Development Plan, etc).
- Interaction with local, state, federal agencies, elected officials, and Native American Tribes regarding transportation programs and related land use.
- Represents the RTPA at local, state, or federal meetings and may be requested to assume leadership roles at the District 2 RTPA Task Force, or Rural Counties Task Force, or the California Regional Transportation Planning Agencies, or CalACT.
- Utilizes GIS and/or ITS as needed.
- Procures division equipment (computers, printers, digital camera's, etc) as needed.
- Prepares records of planning activities; grants, reports, spreadsheets, agenda items, publicity items, and coordinates meetings, hearings, promotional events, and attends various meetings. Performs general administrative duties, research, compiles data, writes correspondence, file documents, and maintains related databases, etc.

- Receives and responds to public inquiries, requests for assistance and complaints concerning transportation planning programs.
- Attends meetings, conferences and training seminars to enhance job knowledge and skills.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- The methods, procedures and policies of the department;
- Technical, financial and public relations considerations as related to transportation planning programs and land use;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures used in the course of work;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

### **Ability to:**

- Learn basic County, State and Federal budget and financial reporting requirements;
- Interpret and apply relevant laws, rules and regulations;
- Participate in the planning, organization and coordination of transportation planning activities;
- Plan, organize and prioritize daily assignments and work activities;
- Use judgment and discretion in implementing various programs;
- Make sound, educated decisions;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Use computers for various software applications including word processing, spreadsheets, GIS, data bases, internet and e-mail;
- Perform duties under the stress of deadlines;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Make accurate arithmetic, financial and statistical computations;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job.

### **Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Graduation from an accredited college or university with a Bachelor's degree in planning, geography, engineering, or a closely related field.
- A minimum of two (2) years experience in a progressively responsible position related to transportation, planning, geography, engineering, or related field.
- Other combinations of education and experience may be considered.

### **License & Special Requirements:**

- Requires a valid California driver's license.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field work requiring frequent walking at transportation staging areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

### **WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **SENIOR TRANSPORTATION PLANNER JOB DESCRIPTION**

**FLSA: Non-Exempt**

**BOARD APPROVED: OCTOBER 21, 2008**

**BARGAINING UNIT: Misc.**

### **DEFINITION**

Under the direction of the Deputy Director of Public Works-Transportation, functions at the highest level of transportation and land use planning in coordination with County and other government officials and participates in the coordination of activities of the Tehama County Transportation Commission, a Regional Transportation Planning Agency (RTPA), as well as the Transit Agency Board that serves the public, County, cities, and State (Caltrans).

### **SUPERVISION RECEIVED AND EXERCISED**

Provides lead instruction to summer interns, administrative personnel, Transportation Planning Aide, and Associate Transportation Planner. Not a supervisory position.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the public works transportation planner series that performs the most complex duties required to ensure that County transportation needs are met and provide the highest level of safety for the public. Responsibilities include performing a wide variety of tasks in the planning of current and future transportation needs for the County and public. This class is distinguished from the Deputy Director of Public Works-Transportation in that the latter has overall responsibility for all transportation functions.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Technical staff to the RTPA/Transit Agency Board and advisory committees and performs complex and/or controversial transportation and land use planning duties.
- Works with considerable independence to perform the most complex assignments while demonstrating a high-level of initiative, judgment, and foresight in the development and management of transportation facilities.
- Recommends, identifies, and implements goals, policies, objectives, and programs concerning all modes of transportation/circulation infrastructure: roads, highways, buses, aviation, bicycle, and pedestrian facilities, rail, etc.
- Assists in the preparation and administration of the division budget and may be responsible for oversight of specific budget units.
- Reviews development proposals as related to transportation and land use while working cooperative with County/City Planning Departments and Caltrans Intergovernmental Review (IGR).
- Works with the County and incorporated cities to facilitate the consistency of their General Plans with the RTPA's Regional Transportation Plan.
- Facilitates interagency planning efforts for the RTPA, County and incorporated cities.
- Performs various research, analysis, planning and administrative duties in the management of County transportation programs.
- Assists with the annual State Controller's Report, audit and completion of financial reports required by state government.
- Prepares and administers transportation grants, requests for proposals, and related contracts for various programs.
- Manages consultant contracts, studies, and exercises oversight of transportation funding requirements.
- Reviews, evaluates, prepares comments on and implements various rules, regulations legislation relating to transportation and land use.

- Responsible for the development and implementation of required plans and programs (i.e., RTP, RTIP, OWP, Bikeways Plan, Transit Development Plan, etc).
- Interaction with local, state, federal agencies, elected officials, and Native American Tribes regarding transportation programs and related land use.
- Represents the RTPA at local, state, or federal meetings and may be requested to assume leadership roles at the District 2 RTPA Task Force, or Rural Counties Task Force, or the California Regional Transportation Planning Agencies, or CalACT.
- Utilizes GIS and or ITS as needed.
- Procures division equipment (computers, printers, digital cameras, etc) as needed.
- Prepares records of planning activities; grants, reports, spreadsheets, agenda items, publicity items, and coordinates meetings, hearings, promotional events, and attends various meetings. Performs general administrative duties, research, compiles data, writes correspondence, file documents, and maintains related databases, etc.
- Receives and responds to public inquiries, requests for assistance and complaints concerning transportation planning programs.
- Attends meetings, conferences and training seminars to enhance job knowledge and skills.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- The methods, procedures and policies of the department;
- Technical, financial and public relations and outreach considerations as related to transportation planning programs and land use;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures related to work;
- Modern office practices, methods and computer equipment;
- Recordkeeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

### **Ability to:**

- Learn basic County, state and federal budget and financial reporting requirements;
- Interpret and apply relevant laws, rules and regulations;
- Participate in the planning, organization and coordination of transportation planning activities;
- Use judgment and discretion in implementing various programs;
- Make sound, educated decisions;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Use computers for various software applications including word processing, spreadsheets, GIS, data bases, internet and e-mail;
- Perform duties under the stress of deadlines;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Make accurate arithmetic, financial and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job.

### **Education & Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Graduation from an accredited college or university with a Bachelor's degree in planning, geography, engineering, or a closely related field; AND a minimum of three (3) years experience in a progressively responsible position related to transportation, planning, geography, engineering, or closely related field.
- Other combinations of education and experience may be considered.

### **License & Special Requirements:**

- Requires a valid California driver's license.



## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field work requiring frequent walking at transportation staging areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

## **WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS'  
PREFERENCE POLICY / DRUG-FREE WORKPLACE**